

Environmental Protection Agency

Resource Conservation and Recovery Act

Agency Report for Fiscal Year 2001

March 26, 2002

SUMMARY OF EPA RCRA COMPLIANCE RESPONSES

Background

Section 6002 of the Resource Conservation and Recovery Act (RCRA) requires the Office of Federal Procurement Policy to report to Congress every two years on the actions taken by federal agencies to implement the statute. In addition, Executive Order 13101 requires that agencies track and report on their purchases of designated U.S. Environmental Protection Agency (EPA) guideline items. Specific purchasing data collection is only required from the top six procuring agencies. The other agencies (including EPA) do not have to report specific purchase quantities, but are encouraged to submit voluntary reports on how they are meeting their obligations under RCRA and the Executive Order.

Methodology

To provide anecdotal information on EPA's RCRA Section 6002 compliance, the Facilities Management and Services Division (FMSD) coordinated responses from its various branches, which cover real estate acquisitions (construction materials), printing (paper products), transportation (re refined oil and other transportation related products), and headquarters facility operations (recycling containers, building operations/maintenance products, construction materials, and furniture). FMSD also coordinated responses from New Headquarters staff, which handles the design, construction, and occupancy of EPA's new headquarters complex in the Federal Triangle in Washington, DC, and the Office of Acquisition Management (OAM), which sets acquisition policy for the Agency. Pollution prevention coordinators from several EPA Regional offices volunteered to provide information on their recycled-content product purchases (either through their Regional facility managers or independently), but formal queries were not sent to the Regions or Regional facility managers. FMSD incorporated all responses received into this report.

Respondents

FMSD received and compiled responses from EPA Headquarters (HQ) and EPA Regions 1 (New England Regional lab only), 3, 5, 8, and 10. The following is a summary of the responses received regarding these offices' compliance with RCRA 6002 and Executive Order 13101.

PART I: Purchasing CPG Items

Paper and Paper Products

EPA Headquarters, FMSD, Document Production, Recycling, and Mail Management Branch purchased approximately \$444,000 worth of **paper and paper products** in 2001, all of which was recycled content paper.

EPA Region 3 purchases recycled content **paper and paper products**, including 100 percent recycled content copy paper, 30 percent recycled content notepads, and 50 percent recycled content legal and memo pads, of which 20 percent is post-consumer.

EPA Region 8 purchased approximately \$48,000 worth of 30 percent post-consumer content **paper** in 2001.

EPA Region 10 purchased approximately \$59,000 worth of recycled **paper and paper products** in 2001 through the GSA schedule.

Vehicular Products

Nationwide, EPA leases approximately 85 percent of its vehicles from the GSA Interagency Fleet Management System. When these vehicles need servicing, they must be taken to GSA-approved service locations, which are encouraged by GSA to use **re-refined lubricating oil**. For all other vehicles operated by the Agency, EPA works with its fleet managers nationwide to promote purchasing and using re-refined oil and other recycled-content products—such as **engine coolants**. EPA only procures limited quantities of motor oil for its fleet, but the Agency will work with the Defense Supply Center in Richmond, Virginia, as a source for future purchases. EPA also works with its fleet managers to promote using **re-refined lubricating oils, retread tires**, tires containing post-consumer recovered rubber, and bio-based products whenever they are reasonably available. In addition, EPA is a member of The White House Task Force on Recycling Re-Refined Oil Workgroup. The goals of the workgroup are to 1) obtain re-refined oil for executive lease vehicles, 2) identify sources of re-refined oil for inter-agency Fleet Management System vehicles, and 3) assure that cross-service agreements provide for re-refined oil use. EPA continues to monitor Agency progress in this effort.

EPA Region 8 services its fleet of 12 GSA-leased vehicles at a local service station that recycles its **engine coolant** and uses **re-refined oil**.

EPA Region 10 purchases a small amount of **re-refined lubricating oil** for the 16 vehicles in its fleet. The Region reports no technical issues with using re-refined oil.

Construction Products

Several EPA offices are currently in the process of moving, construction, or lease renewal and have “Green Riders” associated with the new leases that specify use of recycled-content products. These offices include: Region 7's Science and Technology Center in Kansas City; the Region 1 office in the McCormick Post Office and Court House in Boston, Massachusetts; the Region 8 office in Denver, Colorado; and the new EPA headquarters building in the Federal Triangle in Washington, DC. (See below for more details.)

EPA's Region 1 Lab used high fly ash content **concrete** in its construction. An estimated 251,580 pounds of fly ash were used, which saved approximately 126 tons of fly ash from being disposed of in landfills. In addition, the lab was constructed using fiberglass **insulation** that contains 20 percent glass cullet in the roof insulation and 30 percent glass cullet in the wall insulation. In light- and moderate-wear areas, The Region 1 Lab incorporated 100 percent recycled PET **carpet** during the construction phase. Furthermore, the Region 1 Lab construction effort utilized 100 percent recycled content **floor tiles**, of which 75 percent was post-consumer material.

EPA Region 10 purchases minimal amounts of recycled content **building insulation** and **structural fiberboard and laminated paperboard**. The Region requires that contractors use recycled and sustainable materials for any tenant improvements. In addition, the region uses recycled and recycled content **carpet** tiles. Region 10 also purchases a small amount of recycled content plastic (vinyl) **floor tiles**, usually used to extend existing flooring. Furthermore, it has revised its specifications to require the use of recovered content **carpet cushion**, although the Region does not use much because it also specifies recycled/recyclable carpet tiles, which do not require carpet cushion.

Transportation Products

Nationwide, EPA works with its fleet managers nationwide to promote purchasing and using recycled content **traffic cones**.

Landscaping Products

EPA's Region 1 Lab uses 100 percent recycled content **hydraulic mulch** as part of its landscaping efforts. In addition, the lab has modified its lease to ensure that all yard trimming are **composted**.

Nonpaper Office Products

These items are generally purchased by individuals or branches in small quantities using the EPA Bank Card program. EPA therefore does not have centralized or direct control over the types of items purchased. EPA's Office of Acquisition Management includes an eight-page section in its Bank Card manual that describes the Executive Order and RCRA requirements dealing with recycled content materials. This manual is distributed to all Bank Card holders and managers in the Agency.

EPA Region 3 purchases **plastic binders** and **paper and plastic covered binders** with 30 percent recycled content, as well as **plastic file folders** with 20 to 30 percent recycled content. In addition, it procured remanufactured **toner cartridges**.

EPA Region 8 purchased approximately \$32,000 worth of **re-manufactured toner cartridges** for fax machines and printers. Cartridges for copiers are provided as part of a contract with

Xerox. EPA buys them new and returns them to Xerox where they are recycled and re-used by other Xerox customers.

*EPA Region 10 purchases recycled content **plastic desktop accessories**. The Region was not able to report the quantity of this item purchased, however, as each office makes its own purchases using Bank Cards. In addition, 100 percent of the **toner cartridges** that Region 10 procures are remanufactured.*

Miscellaneous Products

These items are generally purchased by individuals or branches in small quantities using the EPA Bank Card program. EPA therefore does not have centralized or direct control over the types of items purchased. EPA's Office of Acquisition Management includes an eight-page section in its Bank Card manual that describes the Executive Order and RCRA requirements dealing with recycled content materials. This manual is distributed to all Bank Card holders and managers in the Agency.

*EPA Region 8 purchased approximately 200 **certificate holders** made from Environ (a combination of post-consumer newsprint and agricultural by-product) for its internal awards program.*

*EPA Region 10 purchased a limited number of recycled content **awards and plaques**. They were requested by Human Resources and the Office of Innovation. In addition, Region 10 purchases recycled content **signs**, which are standardized throughout the building and specified by the lessor.*

PART II: Other Environmentally Preferable Initiatives

Recycling Efforts

FMSD is working with EPA's Cincinnati Laboratory Complex in Region 5 to conduct a solid waste audit to identify ways to increase recycling opportunities from existing efforts. The Cincinnati complex is EPA's third largest facility; this audit is scheduled for April 2002.

EPA Region 8 recycles mixed paper, newspaper, cardboard, aluminum, and batteries as part of a building-wide program.

EPA Region 10 reports that 100 percent of its offices have an active office products recycling program and that 100 percent of the demolition projects managed or contracted by them include the recovery of construction materials. In addition, 95 percent of the office's municipal solid waste generated was recycled.

Through its paper recycling program, *EPA Region 3* recycles 5.65 tons of paper per month, or 68 tons per year. In addition, it collects and recycles approximately 750 pounds of aluminum cans each year and about the same amount of plastic and glass bottles.

Miscellaneous Efforts

EPA Region 10 established guidance for its purchase card holders. In addition, although not a part of a formal pilot project, the Region requests that all purchases specify environmentally preferable products.

Purchase of Non-CPG Items

EPA's Region 1 Lab has purchased a number of non-CPG items with recycled content, including ceiling tiles, gypsum wallboard, facing paper for gypsum wallboard, ceiling suspension systems, framing steel, base and subbase material, plastic trash receptacles (for outdoors), cubicle components, and office furniture.

Nationwide, EPA leases approximately 85 percent of its vehicles from the GSA Interagency Fleet Management System. In addition to several CPG-designated vehicular and transportation items, EPA works with its fleet managers to promote using tires containing post-consumer recovered rubber and bio-based products.

EPA Region 8 purchased 109 new tables for its Denver conference center; the tabletops are made from 30 percent recycled plastic.

Green Lease Riders

EPA Region 7 Science and Technology Center is a 71,000-gross-square-foot facility currently under construction in Kansas City. EPA was awarded the lease for this building in August 2000. While no products were technically purchased in FY 2001 for this facility, EPA did develop a Green Rider for the lease acquisition that specifies use of CPG items and other non-CPG recycled content products including **insulation, toilet room dividers/partitions, fly ash concrete, ceramic tile, carpet, paint, drywall, and acoustic ceiling tile**. The building is scheduled for completion in FY 2003.

The McCormick Post Office and Court House is a historic building that will provide approximately 225,000 rentable square feet of office space for EPA's Region 1 office in Boston, Massachusetts, starting in FY 2005/2006. Preparing this space for occupation involves a complete physical restoration of the building along with mechanical systems upgrades. EPA requested that GSA select an architectural/engineering firm that will incorporate energy efficient design and sustainable building practices into the restoration project, including purchasing recycled content products. GSA agreed, and began the A/E selection process in January 2002.

EPA's Region 8 office in Denver, Colorado, currently occupies approximately 210,000 rentable square feet of space, and its lease expires in FY 2004. In FY 2001, EPA began developing a Green Rider to incorporate in the GSA acquisition documents for the new lease that includes requirements for purchasing recycled content products, including both CPG and non-CPG items.

New EPA Headquarters will complete its move to the historic Federal Triangle Complex in Washington, DC, in FY 2002. The new headquarters will occupy approximately 1.4 million square feet of space spread between existing buildings in the complex and the recently constructed Ronald Reagan Building. During the past ten years of planing, design, base building renovation, and tenant fit out construction, EPA incorporated many sustainable features into these buildings, including some that meet the goals of the RCRA 6002 guidelines. The historic buildings in the complex have retained the exterior facade including the original metal windows. The historic conference rooms, court rooms, libraries, corridors, and bathrooms in the ICC/Customs and Ariel Rios Buildings retained their original wood paneling, marble and terrazzo flooring, artwork, bathroom stalls, and sinks. The lighting in these historic zones was renovated with new energy efficient lamps. Newer materials used in the historic buildings included recycled content **carpet backing** and **gypsum board**. The Ronald Reagan Building, completed in 1997, has recycled coal fly ash in **concrete** for all its unexposed areas. In addition, all EPA buildings have recycling stations in each pantry.

APPENDIX: Summary Table of Responses (including Green Riders)

Table 1: CPG Items Purchased by EPA Agencies/Offices

Item	Procuring Agency/Office
Paper and Paper Products	
Copy Paper and/or Notepads	EPA Region 3 EPA Region 8 EPA Region 10 EPA HQ - Facilities Management and Services Division, Document Production, Recycling, and Mail Management Branch
Construction Products	
Building Insulation	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab EPA Region 10 EPA Region 7 Science and Technology Center
Carpet	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab EPA Region 10 EPA Region 7 Science and Technology Center
Carpet Cushion	EPA HQ - Facilities Management and Services Division EPA Region 10 New EPA HQ
Cement and Concrete	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab EPA New Headquarters Office EPA Region 7 Science and Technology Center

Item	Procuring Agency/Office
Floor Tiles	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab EPA Region 10 EPA Region 7 Science and Technology Center
Structural Fiberboard/Laminated Paperboard	EPA Region 10
Transportation Products	
Traffic Cones	EPA HQ - Facilities Management and Services Division
Vehicular Products	
Re-refined Lubricating Oil	EPA HQ - Facilities Management and Services Division EPA Region 8 EPA Region 10
Engine Coolants	EPA HQ - Facilities Management and Services Division EPA Region 8
Retread Tires	EPA HQ - Facilities Management and Services Division
Park and Recreation Products	
Park Benches and Picnic Tables	EPA Region 1 Lab
Landscaping Products	
Hydraulic Mulch	EPA Region 1 Lab
Yard Trimmings Compost	EPA Region 1 Lab
Nonpaper Office Products	
Binders	EPA Region 3 EPA HQ - Office of Acquisition Management

Item	Procuring Agency/Office
Plastic File Folders	EPA Region 3 EPA HQ - Office of Acquisition Management
Plastic Desktop Accessories	EPA Region 10 EPA HQ - Office of Acquisition Management
Toner Cartridges	EPA Region 3 EPA Region 8 EPA Region 10 EPA HQ - Office of Acquisition Management
Miscellaneous Products	
Awards and Plaques	EPA Region 5 EPA Region 8 EPA Region 10 EPA HQ - Office of Acquisition Management
Signage	EPA Region 10 EPA HQ - Office of Acquisition Management

Table 2: Non-CPG Items Purchased by EPA Agencies/Offices

Item	Procuring Agency/Office
Construction Products	
Ceiling Tiles	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab EPA Region 7 Science and Technology Center
Gypsum Wallboard	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab New EPA HQ
Ceiling Suspension	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Framing Steel	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Base and Subbase Material	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Plastic Trash Receptacles	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Cubicle Components	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Office Furniture	EPA HQ - Facilities Management and Services Division EPA Region 1 Lab
Toilet Room Dividers/Partitions	EPA HQ - Facilities Management and Services Division EPA Region 7 Science and Technology Center

Ceramic Tile	EPA HQ - Facilities Management and Services Division EPA Region 7 Science and Technology Center
Vehicular Products	
Post-consumer Rubber and Bio-based Products	EPA HQ - Facilities Management and Services Division
Miscellaneous Products	
Plastic Tabletops	EPA Region 8

Date Prepared: March 26 2002

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)

Agency Report for Fiscal Year 2001

Agency or Department: U.S. Environmental Protection Agency

Agency Contact: Sustainable Facilities Practices Branch

Telephone Number: 202 564-6371

E-Mail Address: Green.Bucky@epa.gov

I. EPA Guideline Items Designated Prior to January, 2000

A. Cement and Concrete

GSA will provide data for agencies' purchases of cement or concrete from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase cement and/or concrete (directly or through contracts, e.g., construction contracts)? **Yes X No**
If no, skip to section I.B.

2. Total amount¹ of cement purchased and/or used by your agency in FY 2001 \$ and/or cubic yards, and/or total number of contracts awarded that require the use of cement .

Amount of cement containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your agency in FY 2001 \$ and/or cubic yards, and/or total number of contracts awarded that require the use of cement containing coal fly ash or ground granulated blast furnace slag . ***New England Regional Laboratory (Region 1 Lab) used an estimated 251,580 pounds of fly ash content concrete.***

¹"Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

3. Total amount of concrete purchased and/or used by your agency in FY 2001 \$_____ and/or _____ cubic yards, and/or total number of contracts awarded that required the use of concrete _____.

Amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your agency in FY 2001 \$_____ and/or _____ cubic yards, and/or total number of contracts awarded that required the use of concrete containing coal fly ash or ground granulated blast furnace slag _____.

4. Were there technical impediments to increasing the amount of concrete or cement containing coal fly ash and/or ground granulated blast furnace slag purchased by your agency in FY 2001? **Yes** ___ **No** **X** (If yes, please attach an explanation of the technical impediments.)

B. Paper and Paper Products

GSA will provide data for agencies' purchases of paper products made through its stock programs, and GPO will provide data for its purchases on behalf of agencies. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Total dollar amount of paper and paper products purchased by your agency from sources other than GSA and GPO in FY 2001 **HQ's Document Production, Recycling, and Mail Management Branch reports \$444,000.**
2. Dollar amount of paper and paper products containing recovered materials² purchased by your agency from sources other than GSA and GPO in FY 2001 **HQ's Document Production, Recycling, and Mail Management Branch reports \$444,000; Region 8 reports \$48,000, while Region 10 reports \$59,000.**

C. Motor Vehicle Lubricating Oils

DLA will provide data for agencies' purchases of oil through the Defense Supply Center Richmond's re-refined oil programs. Please provide amounts for agency purchases from other sources.

²The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

1. Does your agency purchase engine lubricating oil (directly or through vehicle maintenance contracts, leases, or other mechanisms)? **Yes** **X** **No** ____ If no, skip to section I.D.
2. Total amount of motor vehicle lubricating oil purchased by your agency in FY 2001 \$_____. (If your vehicle maintenance is accomplished through service contracts that include a standard price for vehicle servicing, report the total number of servicing(s) rather than the dollar value.)
3. Dollar amount of motor vehicle lubricating oils containing re-refined oil purchased by your agency in FY 2001 \$_____. (If your vehicle maintenance is accomplished through service contracts that include a standard price for vehicle servicing, report the total number of services where the vehicle was serviced with re-refined oil rather than the dollar value.)
4. Were there any technical impediments to increasing the amount of motor vehicle lubricating oils containing re-refined oil purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

D. Tires

TACOM will provide data for agencies' purchases of tires for military tactical vehicles. Please provide amounts for agency purchases of tires from other sources, including GSA schedule contracts.

1. Does your agency purchase tires (directly or through a services contract)? **Yes** **X** **No** ____ If no, skip to section I.E.
2. Total dollar amount of tires purchased by your agency in FY 2001 \$_____.
3. Dollar amount of retread tires purchased by your agency in FY 2001 \$_____ or dollar amount of tire retreading services \$_____.
4. Were there any technical impediments to increasing the amount of retread tires purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

E. Building Insulation Products

GSA will provide data for agencies' purchases of building insulation products from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase building insulation products (directly or through contracts, e.g., construction contracts)? **Yes** **X** **No** ____
If no, skip to section I.F.
2. Total dollar amount of building insulation products purchased by your agency in FY 2001 \$_____ or total number of contracts awarded that required the use of building insulation products _____.
3. Dollar value of building insulation products containing recovered materials purchased by your agency in FY 2001 \$_____ or total number of contracts awarded that required the use of building insulation products containing recovered materials _____.
4. Were there any technical impediments to increasing the amount of building insulation products containing recovered materials purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

F. Engine Coolants

1. Does your agency purchase engine coolants (directly or through vehicle maintenance contracts, leases, or other mechanisms)? **Yes** **X** **No** ____ If no, skip to section I.G.
2. What percentage of your fleet maintenance facilities own and operate engine coolant recycling equipment? _____
3. Total dollar amount of engine coolant purchased by your agency in FY 2001 \$_____.
4. Dollar amount of engine coolant containing recovered materials purchased by your agency in FY 2001 \$_____.
5. Were there any technical impediments to increasing the amount of engine coolant containing recovered materials purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

G. Structural Fiberboard and Laminated Paperboard
GSA will provide data for agencies' purchases of structural fiberboard and laminated paperboard from its stock program. However, please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase structural fiberboard or laminated paperboard (directly or through contracts, e.g., construction contracts)? **Yes** X **No** If no, skip to section I.H.
2. Total dollar amount of structural fiberboard and laminated paperboard purchased by your agency in FY 2001 \$ or total number of contracts awarded that required the use of structural fiberboard and/or laminated paperboard .
3. Dollar amount of structural fiberboard and laminated paperboard containing recovered materials purchased by your agency in FY 2001 \$ or total number of contracts awarded that required the use of structural fiberboard and/or laminated paperboard containing recovered materials .
4. Were there technical impediments to increasing the amount of structural fiberboard and laminated paperboard containing recovered materials purchased by your agency in FY 2001? **Yes** **No** X (If yes, please attach an explanation of the technical impediments.)

- H. Traffic Cones and Traffic Barricades (rubber or plastic only)
GSA will provide data for agencies' purchases of traffic cones and traffic barricades from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.
1. Does your agency purchase traffic cones and/or traffic barricades (directly or through a services contract)? **Yes** **X** **No** ____ If no, skip to section I.I.
 2. Total dollar amount of traffic cones and traffic barricades purchased by your agency in FY 2001 \$_____.
 3. Dollar amount of traffic cones and traffic barricades containing recovered materials purchased by your agency in FY 2001 \$_____.
 4. Were there any technical impediments to increasing the amount of traffic cones and traffic barricades containing recovered materials purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)
- I. Plastic Desktop Accessories
GSA will provide data for agencies' purchases of plastic desktop accessories from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.
1. Does your agency purchase plastic desktop accessories? **Yes** **X** **No** ____ If no, skip to section I.J.
 2. Total dollar amount of plastic desktop accessories purchased by your agency in FY 2001 \$_____.
 3. Dollar amount of plastic desktop accessories containing recovered materials purchased by your agency in FY 2001 \$_____.
 4. Were there any technical impediments to increasing the amount of plastic desktop accessories containing recovered materials purchased by your agency in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)
- J. Toner Cartridges
GSA and DLA will provide data for agencies' purchases of toner

cartridges and remanufactured toner cartridges through their stock programs. However, please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase toner cartridges (directly or through contracts e.g., office equipment maintenance)? **Yes X No** If no, skip to I.K.
2. Total dollar amount of toner cartridges purchased by your agency in FY 2001 \$_____.
3. Total dollar amount of remanufactured toner cartridges purchased by your agency in FY 2001 \$_____ or toner cartridge remanufacturing services \$_____.
EPA Region 8 purchased approximately \$32,000 worth of remanufactured toner cartridges.
4. Were there any technical impediments to increasing the amount of remanufactured toner cartridges purchased by your agency in FY 2001? **Yes No X** (If yes, please attach an explanation of the technical impediments.)

K. Binders (chipboard, pressboard, and plastic covered, not cloth)
GSA will provide data for agencies' purchases of binders from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase binders (directly or through contracts)? **Yes X No** If no, skip to I.L.
2. Total dollar amount of binders purchased by your agency in FY 2001 \$_____.
3. Dollar amount of chipboard, pressboard, and plastic covered binders containing recovered materials purchased by your agency in FY 2001 \$_____.
4. Were there any technical impediments to increasing the amount of binders containing recovered materials purchased by your agency in FY 2001? **Yes No X** (If yes, please attach an explanation of the technical impediments.)

L. Carpet (low and medium wear polyester fiber only)

1. Does your agency purchase polyester carpet (directly or through contracts, e.g., construction contracts)? **Yes X No** If no, skip to section I.M.
2. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing low and medium wear polyester carpet in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
3. Were there any technical impediments to increasing the amount of polyester carpet containing recovered materials purchased by your agency in FY 2001? **Yes No X** (If yes, please attach an explanation of the technical impediments.)

M. Floor Tiles (rubber or plastic only)

1. Does your agency purchase rubber or plastic floor tiles (directly or through contracts, e.g., construction contracts)? **Yes X No** If no, skip to section I.N.
2. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing rubber or plastic floor tiles in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
3. Were there any technical impediments to increasing the amount of rubber or plastic floor tiles containing recovered materials purchased by your agency in FY 2001? **Yes No X** (If yes, please attach an explanation of the technical impediments.)

N. Office Recycling and Waste Containers (plastic, paper or steel)
GSA will provide data for agencies' purchases of office recycling containers and waste containers from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase office recycling containers and/or waste containers (directly or through contracts, e.g., janitorial services, waste management)? **Yes X No** If no, skip to section I.O.
2. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing office recycling and waste

containers containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.

3. Were there any technical impediments to increasing the amount of office recycled containers or waste containers containing recovered materials purchased by your agency in FY 2001? **Yes** ___ **No** **X** (If yes, please attach an explanation of the technical impediments.)

O. Plastic Trash Bags

GSA will provide data for agencies' purchases of plastic trash bags from its stock program. Please provide amounts for agency purchases from other sources, including GSA schedule contracts.

1. Does your agency purchase plastic trash bags (directly or through contracts, e.g., janitorial services)? **Yes** **X** **No** ___ If no, skip to I.P.
2. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing plastic trash bags containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
3. Were there any technical impediments to increasing the amount of plastic trash bags containing recovered materials purchased by your agency in FY 2001? **Yes** ___ **No** **X** (If yes, please attach an explanation of the technical impediments.)

P. Other Products Designated Prior To January, 2000

EPA also designated consolidated and reprocessed latex paint, shower and restroom dividers/partitions, patio blocks (rubber or plastic), garden and soaker hoses, hydraulic mulch, compost made from yard trimmings, lawn and garden edging, playground surfaces and running tracks, plastic envelopes, printer ribbons, plastic fencing, parking stops, channelizers, delineators, flexible delineators, and pallets. Based on the results of past years' data which show no or low purchases of these products, reporting of dollar amounts spent on these products is not required.

For any of these products that your agency purchased in FY 2001, provide anecdotal examples of how your agency promoted the

procurement of these products containing recovered materials. Examples could include contract and/or solicitation language developed to require the use of these products, changes to policies, or summaries of projects that incorporated the purchase of these products containing recovered materials.

II. Specifications

RCRA section 6002(d) requires that Federal activities that have responsibility for preparing specifications (1) review them to eliminate unnecessary requirements for the use of virgin materials and prohibitions against using recovered materials and (2) add preferences for the use of products containing recovered materials.

- A. Does your agency have responsibility or control over a particular Federal supply class or group of specifications or standards? **Yes** ____ **No** **X** If no, skip to section III.
- B. How many product specifications, standards, Commercial Item Descriptions (CIDs), product descriptions or similar documents does your agency control? **Number** _____
- C. Prior to FY 2001, did you complete review and revision of your specifications and standards documents for products designated by EPA prior to January, 2000? **Yes** ____ **No** ____ If yes, skip to II.G. If no, how many such documents were reviewed in FY 2001? **Number** _____
- D. How many documents were modified in FY 2001 to remove the requirements for the use of virgin materials? **Number** _____
- E. How many documents were modified in FY 2001 to remove references of language prohibiting the use of recovered materials? **Number** _____
- F. How many documents were modified in FY 2001 to add preferences for products containing recovered materials? **Number** _____
- G. Does your agency have a policy to remove the requirements for virgin materials and add preferences for EPA-designated products containing recovered materials in service contracts (e.g, the use of re-refined oil in vehicle service contracts or the use of tissue and towel products containing recovered materials in janitorial services contracts). **Yes** ____ **No** ____ If yes, please append an example to your report.

- H. If your agency does not have a policy to meet the RCRA requirements to revise specifications, explain why not.

III. EPA Guideline Items Designated In January, 2000

On January 19, 2000, EPA designated 18 additional products containing recovered materials. Under RCRA section 6002, procuring agencies were required to begin purchasing these products beginning in January 2001.

A. Carpet Cushion

(EPA designated carpet cushion made from bonded polyurethane, jute, synthetic fibers, or rubber containing recovered materials.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** X **No** ____ If no, skip to section III.B.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing carpet cushion containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing carpet cushion containing recovered materials in FY 2001? **Yes** ____ **No** X (If yes, please attach an explanation of the technical impediments.)

B. Flowable Fill

(EPA designated flowable fill containing coal fly ash and/or ferrous foundry sands.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** ____ **No** X If no, skip to section III.C.
Generally EPA tries to balance cut and fill on its sites, therefore EPA purchases very little fill.
2. Does your agency have responsibility for or control over

specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials?

Yes ____ **No** ____ If no, provide an explanation of why not.

3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing flowable fill containing coal fly ash and/or ferrous foundry sands in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.

4. Were there any technical impediments to purchasing flowable fill containing coal fly ash and/or ferrous foundry sands in FY 2001? **Yes** ____ **No** ____ (If yes, please attach an explanation of the technical impediments.)

C. Railroad Grade Crossing Surfaces

(EPA designated railroad grade crossing surfaces containing coal fly ash, recovered rubber, or recovered steel.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** ____ **No** **X** If no, skip to section III.D.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing railroad grade crossing surfaces containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing railroad grade crossing surfaces containing recovered materials in FY 2001? **Yes** ____ **No** ____ (If yes, please attach an explanation of the technical impediments.)

D. Park Benches and Picnic Tables

(EPA designated park benches and picnic tables containing recovered steel, aluminum, plastic, or concrete.)

1. Does your agency purchase these products (directly or through contracts)? **Yes** **X** **No** ____ If no, skip to section III.E.
2. Does your agency have responsibility for or control over specifications for these products? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing park benches and picnic tables containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing park benches and picnic tables containing recovered materials in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

E. Playground Equipment
(EPA designated playground equipment containing recovered plastic, steel, or aluminum.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** **X** **No** ____ If no, skip to section III.F.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing playground equipment containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing playground equipment containing recovered materials in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

F. Compost
(EPA amended the compost designation to add compost made from food waste.)

1. Does your agency purchase this product (directly or through contracts)? **Yes X No ____** Does your agency operate a composting facility at any of its installations? **Yes ____ No ____** If no to both, skip to section III.G.
2. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing compost made from food waste or establishing a food waste composting facility in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
3. Were there any technical impediments to purchasing compost made from food waste or composting food waste in FY 2001? **Yes ____ No X** (If yes, please attach an explanation of the technical impediments.)

G. Plastic Lumber Landscaping Timbers and Posts
(EPA designated plastic lumber landscaping timbers and posts containing recovered materials.)

1. Does your agency purchase these products (directly or through contracts)? **Yes X No ____** If no, skip to section III.H.
2. Does your agency have responsibility for or control over specifications for this product? **Yes ____ No ____** If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes ____ No ____** If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing plastic lumber landscaping timbers and posts in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing plastic lumber landscaping timbers and posts in FY 2001? **Yes ____ No X** (If yes, please attach an explanation of the technical impediments.)

- H. Solid Plastic Binders, Plastic Clipboards, Plastic File Folders, Plastic Clip Portfolios, and Plastic Presentation Folders
(EPA amended the binder designation to include solid plastic binders containing recovered plastic. EPA also designated plastic clipboards, file folders, clip portfolios, and presentation folders containing recovered plastic.)
GSA will provide data for agencies' purchases of these products from its stock program. Please provide data for purchases of these products from other sources, including GSA schedule contracts.

1. Does your agency purchase these products (directly or through contracts)? **Yes** X **No** ____ If no, skip to section III.I.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials?
Yes ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing plastic office products containing recovered plastic in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing plastic office products containing recovered plastic in FY 2001? **Yes** ____ **No** X (If yes, please attach an explanation of the technical impediments.)

- I. Adsorbents and Absorbents
(EPA designated sorbents containing recovered materials for use in oil and solvent clean-ups and as animal bedding. "Sorbents" includes both adsorbents and absorbents.)
GSA will provide data for agencies purchases of sorbents from its stock program. Provide data for sorbents purchased from other sources, including GSA schedule contracts.

1. Does your agency purchase sorbents (directly or through contracts)? **Yes** X **No** ____ If no, skip to section III.J.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the

specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials?

Yes ____ **No** ____ If no, provide an explanation of why not.

3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing sorbents containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing sorbents containing recovered materials in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

J. Industrial Drums

(EPA designated industrial drums containing recovered steel, plastic, or paper.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** **X** **No** ____ If no, skip to section III.K.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing industrial drums containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing industrial drums containing recovered materials in FY 2001? **Yes** ____ **No** **X** (If yes, please attach an explanation of the technical impediments.)

K. Awards and Plaques

(EPA designated awards and plaques containing recovered glass, wood, paper, or plastic.)

1. Does your agency purchase these products (directly or through contracts)? **Yes X No ____** If no, skip to section III.L.
2. Does your agency have responsibility for or control over specifications for this product? **Yes ____ No ____** If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes ____ No ____** If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing awards and plaques containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing awards and plaques containing recovered materials in FY 2001? **Yes ____ No X** (If yes, please attach an explanation of the technical impediments.)

L. Mats
(EPA designated mats containing recovered rubber and/or plastic.)

1. Does your agency purchase this product (directly or through contracts)? **Yes X No ____** If no, skip to section III.M.
2. Does your agency have responsibility for or control over specifications for this product? **Yes ____ No ____** If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes ____ No ____** If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing mats containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing mats containing recovered materials in FY 2001? **Yes ____ No X** (If yes, please attach an explanation of the technical impediments.)

M. Signs, Sign Supports, and Posts

(EPA designated non-road signs containing recovered plastic or aluminum; road signs containing recovered aluminum; and sign supports and posts containing recovered plastic or steel.)

1. Does your agency purchase these products (directly or through contracts)? **Yes** X **No** ____ If no, skip to section III.N.
2. Does your agency have responsibility for or control over specifications for these products? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing signs and sign supports and posts containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.
4. Were there any technical impediments to purchasing signs, sign supports, or sign posts containing recovered materials purchased by your agency in FY 2001? **Yes** ____ **No** X (If yes, please attach an explanation of the technical impediments.)

N. Manual-Grade Strapping
(EPA designated manual-grade strapping containing recovered steel or plastic.)

1. Does your agency purchase this product (directly or through contracts)? **Yes** ____ **No** X If no, skip to section IV.
2. Does your agency have responsibility for or control over specifications for this product? **Yes** ____ **No** ____ If yes, were the specifications revised to eliminate requirements for the use of virgin materials and/or to permit the use of recovered materials? **Yes** ____ **No** ____ If no, provide an explanation of why not.
3. Provide any pertinent information to demonstrate your agency's compliance/commitment to purchasing manual-grade strapping containing recovered materials in FY 2001. This information could include dollars spent, number of contracts, policies issued, pilot projects, etc.

4. Were there any technical impediments to purchasing manual-grade strapping containing recovered materials in FY 2001? **Yes** ____ **No** ____ (If yes, please attach an explanation of the technical impediments.)

IV. Solid Waste Prevention

Please report solid waste prevention efforts for facilities for which your agency is responsible.

- A. Did you institute new solid waste prevention practices in FY 2001?
Yes **X** **No** ____
- B. If the response is Yes, please provide an explanation of those practices.
EPA continues to study its waste stream and attempts to recapture and recycle a greater portion of this waste. A Waste Wise waste stream audit is currently scheduled for EPA's Cincinnati Ohio facilities for April 2002.
- C. If the response is No, please provide an explanation of why not.

V. Recycling

- A. What percentage of the offices/sites operated by your agency have an active office products recycling program? **100** **Percent**
- B. What percentage of residential housing operated by your agency has an active household products recycling program? ____ **Percent** **X** **Not Applicable**
- C. What percentage of demolition projects managed by and/or contracted by your agency includes the recovery of construction materials?
A High Percentage **Percent** ____ **Not Applicable**
EPA's new Consolidated Research Triangle Park, North Carolina Facility, recycled extremely high percentages of construction material waste. Some months, recycling rates exceeded 84 percent, and overall rates to date exceed 70 percent. Building construction should be completed in CY 2002.

- D. What percentage of the total solid waste³ generated by your agency was diverted to recycling? Unknown Percent

VI. Miscellaneous

- A. Did your agency establish an internal awards program in a previous year? Yes ___ No X If yes, skip to VI.B. If no, was an internal awards program established in FY 2001, per the requirements of Executive Order 13101? Yes ___ No ___

EPA is currently working to establish four green building awards, two "BTU Buster of the Year Awards" (one for total BTU's saved and one for greatest percentage reduction (for our smaller facilities)) and two non-energy green building awards to reward use of recycled materials and other environmentally preferable approaches to building facilities.

If yes, please provide a description of the awards program. If no, provide an explanation of why an internal awards program has not been established.

- B. Did your agency establish guidance for your purchase card holders in a previous year? Yes X No ___ If yes, skip to VI.C. If no, was guidance and training on the E.O. 13101 requirements provided to purchase card holders in FY 2001? Yes ___ No ___

If yes, please provide a description of the purchase card guidance or append a copy to this report. If no, provide an explanation of why there is no agency purchase card training on E.O. 13101 and green purchasing.
See attachment.

- C. In FY 2001, did your agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101? Yes X No ___

If yes, please describe each EPP pilot project and its status. If no, provide an explanation of why your agency did not participate in an environmentally preferable products and services pilot project per the requirements of E.O. 13101.

³"Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your agency is including other materials, such as construction and demolition debris.

EPA worked with GSA on the Architect/Engineering firm selection for the Boston Post Office Court House restoration project to ensure a firm with knowledge of recycled materials and other green building expertise will be chosen. Updating our Green Lease Riders for the Denver Regional Office procurement.

D. Non-CPG Products

Provide any pertinent information about your agency's FY 2001 purchases of products containing recovered materials other than the products designated by EPA in the CPG. An example is remanufactured modular office furniture. This information could include a summary of a project in which the product(s) were used, dollars spent, number of contracts, policies issued, pilot projects, etc.

When EPA procures new facilities, it usually uses a Green Rider to ensure that recycled materials, construction period recycling, and other beneficial practices are incorporated in the project. Numerous Non-CPG products are included in the Green Rider.

See Table 2 in the Appendix to the Summary Report for Non-CPG products purchased.